



Foreign Affairs Manual

5 FAM –Information Management

Change Transmittal: IM-110

Date: June 10, 2010

5 FAM 790 USING SOCIAL MEDIA

Changes

1. **5 FAM 790, Using Social Media**, is being issued as a new subchapter. It codifies social media, which consist of a variety of digital technologies. Social media enable individuals to post their own content to Web sites and provide an important means for the Department to conduct U.S. foreign policy. Changes are not shown in *dark-magenta* and *italic*, since this is considered a “new” subchapter.”
2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. File new subchapter 5 FAM 790 at the appropriate location within your binder (15 pages).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:IM-110, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department’s Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(IRM/BPC/PRG)